





# MEMORANDUM

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE  
PUBLIC HEALTH SERVICE  
HEALTH RESOURCES ADMINISTRATION  
~~OFFICE OF THE ASSISTANT SECRETARY~~

Bureau of Health Services Research & Evaluation

TO : Consultants and Committee Members

DATE: November 6, 1973

FROM : Acting Associate Director for Management, BHSR&E

SUBJECT: Travel Reimbursement Information

The United States Government Travel Rules and Regulations can be very perplexing for persons not thoroughly familiar with the Federal Government process. In order to serve our consultants more effectively, I have asked my staff to compile the facts on the attachments to assist you in submitting timely and accurate requests for travel reimbursement.

Specific problems or questions should be addressed to Mrs. Emmagine Dickens, Travel Assistant for the Bureau of Health Services Research and Evaluation, or to this office, if you so desire. Mrs. Dickens may be reached on 301-443-2060. I can be contacted on 301-443-2780.



T. C. Haaser

Attachments

## TRAVEL AND REIMBURSEMENT INFORMATION

### 1. DOCUMENTS NECESSARY TO PERFORM OFFICIAL TRAVEL:

- (A) Travel Order (Form HEW-1) is an authorization to perform official Government travel and must be issued for each trip.
- (B) Transportation Request "TR" (SF 1169) is a Government document used in lieu of cash to purchase passenger transportation and accommodations for official travel.  
All passenger transportation services within the United States will be procured directly from the common carrier involved, and travel agency charges for such services are not reimbursable by the Government.

### 2. TAXICAB FARES

May be used to, from, and between common carriers, and to and from meetings.

### 3. PRIVATELY OWNED AUTOMOBILE

You may use a privately owned automobile and request reimbursement at a mileage rate of 12 cents per mile, but not to exceed cost of transportation by common carrier. Reimbursement for mileage, tolls, ferry fares, parking fees, and per diem will be limited to the cost which would have been allowed for tickets, taxicab fares, and per diem had you traveled by common carrier.

If you use a privately owned automobile in lieu of a taxicab to or from the carrier or limousine terminal, reimbursement will be allowed at the rate of 12 cents per mile based on odometer readings. An automobile parking fee at the carrier terminal will be allowed to the extent that the fee plus the mileage reimbursement does not exceed the estimated cost for round-trip use of a taxicab.

### 4. RAILROAD ACCOMMODATIONS

You are authorized a first-class seat for daytime travel. When night travel is involved, you are authorized the lowest first-class sleeping accommodations available.

### 5. PLANE ACCOMMODATIONS

You are authorized less than first-class airplane accommodations when such accommodations are available.

### 6. PER DIEM ALLOWANCE

Travelers will receive payment not to exceed \$25 per diem, figured on a "lodgings-plus" basis, in lieu of subsistence while away from their homes or regular places of business on official business for the Government.

The per diem allowance for your travel assignment will be determined by dividing actual lodging costs by the number of nights you are away from home, plus a fixed allowance of \$12 for meals and incidental expenses. The resulting figure will be rounded to the next highest dollar, but in no case may the per diem rate exceed \$25. A different formula for determining per diem will be used for trips of less than 24 hours with no overnight accommodations. This allowance can range from zero to \$12, depending on times of departure and return.

#### 7. TRAVEL VOUCHERS

A travel voucher will be prepared from the information supplied by you on the Travel Data Sheet attached herewith. To prepare your voucher, this office will need items previously referred to, receipts and ticket stubs for any expenditures over \$15.

#### 8. PROFESSIONAL SERVICE CHECKS

Consultants, Members of Advisory Groups and others who are entitled to a professional fee will be paid under separate payment.

## Schedule of Travel Performed for Report

NAME \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_

TRAVEL AUTHORIZATION NO. PHS \_\_\_\_\_ TRAVEL ADVANCE \$ \_\_\_\_\_ TRANSPORTATION REQUEST NO. \_\_\_\_\_

If official duty begins or terminates during a week end or holiday, please explain:

If Government Transportation Request (TR) was used, attach all passenger coupon receipts.

Date	Points of Travel		Time of Departure & Arrival		VIA: Air, Rail, Private Auto, Etc.	Speedometer Readings (If mileage is claimed)	Other Expenses Claimed (Taxi, Limo., Registration Fees, etc.)	
	City	State	A.M.	P.M.			Item	Amount
	Lv.							
	Ar.							
	Lv.							
	Ar.							
	Lv.							
	Ar.							
	Lv.							
	Ar.							
	Lv.							
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	Lv.							
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Signature \_\_\_\_\_